

Mark Item Lost

1. Click the User Status Wizard. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

The screenshot shows the SirsiDynix Circulation Reports window. The 'User Status' tab is selected in the left sidebar. The main area has a text input field labeled 'Enter a User ID or Name' containing the value '000186034'. To the right of the input field is a 'Find User' button. At the bottom left of the main area is a 'Clear' button. The top of the window has buttons for 'Print', 'Help', 'About', and 'Disconnect'.

2. Find the item to be made lost in the list of checkouts. **Double-click** on the **Item ID** of the item.

The screenshot shows the SirsiDynix Circulation Reports window with the 'User Status' tab selected. The main area displays user information for 'SMITH, ANDREW' with User ID '00018623'. The status is 'DELINQUENT'. The 'Checkouts' field shows '9' and 'Holds' shows '2'. The 'Amount Owed' is '\$20.30'. Below this is a table of checkouts with two rows. The first row is for 'The absolutely perfect' by Dunn, Marylois, 1, with Item ID 1/15/2010, status NEVER, and library HARMON, available. The second row is for 'The valley of horses' by Auel, Jean M., with Item ID 1/15/2010, status NEVER, and library HARMON, unavailable. Below the checkout table is a 'Bills' section with a table showing a bill for 'Scary stories 3 : more tales to chill your' with an amount of '\$3.00'. At the bottom of the window are buttons for 'Clear' and 'Return to Search'.

Date	Title	Item ID	Reason	Amount
1/14/2010	Scary stories 3 : more tales to chill your	25000007575070	OVERDUE	\$3.00

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3. The view switches to the Item Status Wizard. Click on the Lost button.

The screenshot shows the SirsiDynix Item Status Wizard. On the left is a navigation pane with options: Check Out, Check In, User Status, **Item Status**, Holds, and Maintain Users. The main area has a 'Mark Copy as' section with buttons for 'Lost', 'Missing', and 'Claimed Returned'. The 'Lost' button is selected. Below this, item details are shown in two columns:

Field	Value	Field	Value
Title	Martial arts for the mind	Current Location	CHECKEDOUT
Author	Johnson, Nathan.	Home Location	ONSHELF
Item ID	25000003318152	Date Checked Out	3/4/2010,15:14
Call Number	796.8 JOH	Date Due	2/24/2010,23:59
Library	SCHLAGLE	User ID	000186034
Price	\$22.95	User Name	SMITH, JOHN
Item Type	BOOKSCH	Date Claimed Returned	

Below the details, there is a 'Holds' section stating 'This copy has no holds.' At the bottom left is a 'Next Copy' button. The SirsiDynix logo is in the bottom left corner.

4. A warning box appears to allow the process to stop, if necessary. To continue, click Yes.

This screenshot shows the same Item Status Wizard interface as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box has a question mark icon and the text: 'Are you sure you want to mark this copy as Lost?'. It has two buttons: 'Yes' and 'No'. The background interface remains the same, with the 'Lost' button selected and item details visible.

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5. The Lost Copy box appears. At this point the item has been marked LOST-CLAIM in the catalog. ALWAYS accept the default option, "Yes, issue a bill". An unwanted bill can be paid later with a payment reason of FORGIVEN or STAFFCANCL if necessary.

The screenshot shows the 'Lost Copy' dialog box in the SirsiDynix interface. The dialog box has a title bar 'Lost Copy' and a 'Help' button. The main text reads: 'Copy has been marked as lost. Issue a fine for the lost copy?'. There are two radio buttons: 'Yes, issue a bill.' (selected) and 'No, do not issue a bill.'. Below this, there is a 'Bill Amount' field with '\$22.95' and a 'Processing Fee' field. At the bottom are 'Pay Bill' and 'Finish' buttons. The background window shows the 'Mark Copy as' buttons (Lost, Missing, Claimed Returned) and a list of item details: Current Location: CHECKEDOUT, Home Location: ONSHELF, Date Checked Out: 3/4/2010,15:14, Date Due: 2/24/2010,23:59, User ID: 000186034, User Name: SMITH, JOHN, and Date Claimed Returned.

To create a lost bill on the user's record and exit the Lost Copy box click Finish. If payment is immediate, click Pay Bill and Pay Bill box appears.

6. The Payment Amount defaults to the price in the item record, and can be changed if necessary. Select a payment type and click Pay Bill.

The screenshot shows the 'Pay Bill' dialog box in the SirsiDynix interface. The dialog box has a title bar 'Pay Bill' and a 'Help' button. The main text reads: 'If you wish to pay some or all of the bill now, enter the payment amount and type.'. Below this, there are fields for: Bill Amount: \$22.95, User ID: 000186034, User Name: SMITH, JOHN, Total User Bills: \$34.95, and Copy Cost: \$22.95. There are also fields for '* Payment Amount' (with '\$22.95') and '* Payment Type' (with 'CASH'). At the bottom are 'Pay Bill' and 'Pay Later' buttons. The background window shows the 'Mark Copy as' buttons (Lost, Missing, Claimed Returned) and a list of item details: Current Location: CHECKEDOUT, Home Location: ONSHELF, Date Checked Out: 3/4/2010,15:14, Date Due: 2/24/2010,23:59, User ID: 000186034, User Name: SMITH, JOHN, and Date Claimed Returned.